

## **Job Matching Methodology**

The survey's job matching is mainly based on the organizational chart, job grading and leveling to determine Benchmark Average, 1<sup>st</sup> Quartile, Midpoint & 3<sup>rd</sup> Quartile. The results are then used to assess the alignment of a company's actual compensation in the marketplace for each job function. The results can be assessed using the following guidelines.

**“JobMaster’s Levels”:** They are common standard levels created for the sake of uniformity to ensure the consistency of the job matching and to be able to compare “apples with apples”.

### ▪ **Levels**

<b>Level A:</b>	Directors / Executives / Senior Managers
<b>Level B:</b>	Managers / Head of Department
<b>Level C:</b>	Middle Managers / Sections Heads / Deputy Managers /Ass. Managers
<b>Level D:</b>	Seniors / Supervisors / Specialist
<b>Level E:</b>	Admin. Staff / Juniors
<b>Level F:</b>	Entry Level / Coordinators
<b>Level G:</b>	Blue collars (Technician III).
<b>Level H:</b>	Blue collars (Technician II).
<b>Level I:</b>	Blue collars (Technician I).

### Definitions

- **Annual Basic Salary:** This figure reflects gross basic salary multiply 12 months.
- **Guaranteed Annual Cash:** This figure reflects annual gross basic salary (Include 13<sup>th</sup>, 14<sup>th</sup> or 15<sup>th</sup> months) plus any guaranteed cash.
- **Average Total Annual Cash:** This figure reflects annual guaranteed salary, as well as all other cash payments, such as profit sharing, performance incentive, bonus and guaranteed cash allowance, etc.
- **1<sup>st</sup> Quartile:** First quartile is the median of the lower half of a set of data. It is called lower quartile or 25% percentile.
- **Midpoint:** The middle number or the average of the two middle numbers of data. It is called second quartile, median and 50<sup>th</sup> percentile.
- **3<sup>rd</sup> Quartile:** Third Quartile is the median of the upper half of a set of data. It is called upper quartile or 75% percentile.
- **Average:** Sum of all the values divided by the number of values.
- **Maximum:** The maximum reflects the highest figure of the participating companies.
- **Below:** It indicates that the duties and responsibilities of your company position less than JOBMASTER's job scope and other participants.

# JOBMASTER

## HR Consultancy

- **Match:** It indicates that the position has the same scale of duties and responsibilities comparing with the JOBMASTER's job scope and other participants.
- **Above:** It indicates that the duties and responsibilities of your company position more than JOBMASTER's job scope and other participants.